



JOB DESCRIPTION

Title: **EXECUTIVE SECRETARY**
Department: City-Wide
Class Code: 6650
FLSA Status: Non-Exempt
Effective Date: July 1, 1982 (Rev. 07/2008)
Grade Number: 14

GENERAL PURPOSE

Under general supervision from an exempt level Department Director or Division Manager performs specialized, complex and confidential secretarial and administrative duties requiring the exercise of independent judgement.

EXAMPLE OF DUTIES (Any one position may not include all of the duties listed, nor do the listed examples include all duties which may be found in positions of this class.)

- *-- Receives all visitors or calls for the Director or manager; handles questions or matters of a technical nature and directs others to the appropriate staff members.
- *-- Takes and transcribes technical dictation; composes and types a variety of documents using independent judgment. May suggest arrangement and expansion of the text to ensure conformity with department policies, rules and procedures.
- *-- Performs a variety of administrative duties for the department/division head; arranges staff meetings; take minutes at meetings as needed.
- *-- Compiles, types and maintains departmental records; responds to technical questions from the public and gives them the necessary information.
- *-- Answers the telephone; greets and screens callers; directs callers to appropriate staff members; provides information to the general public.
- *-- Schedules staff members' appointments, particularly department/division heads; deals with confidential meetings, minutes, and situations.
- *-- May provide work direction, train and orient new clerical staff in the department; may supervise up to one person, to include input in hiring recommendations, monitoring and evaluating performance and assist in initiating corrective or disciplinary actions.

- *-- Performs related duties as required, which may include similar duties as described in the Office Specialists I and II job descriptions.

MINIMUM QUALIFICATIONS

Education and Experience

- Graduation from a college with an Associate's Degree in Secretarial Science and two (2) years of related secretarial experience, to include six (6) months experience in word processing using Microsoft Word or WordPerfect/Windows or IBM System AS400, OR any equivalent combination of education and experience.
- Preference given to those with experience in the use of word processing, spreadsheets and a typing speed of 60 net words per minute or better.

Special Requirements

- None.

Necessary Knowledge, Skills and Abilities

- Thorough knowledge of modern office practices and procedures; thorough knowledge of filing; considerable knowledge of business English and arithmetic, spelling, punctuation, vocabulary; thorough knowledge of the specific functions of a particular office.
- Skill in the operation of a variety of office machines, including mainframe workstation and PC computer.
- Ability to perform a variety of secretarial/administrative work; ability to establish and maintain effective working relationships with employees, other agencies, and the public; ability to follow written and oral instructions; ability to communicate effectively, verbally and in writing.

TOOLS & EQUIPMENT

- Personal computer including word processing, spreadsheet and database software; phone; copy and fax machine, and other equipment pertaining to this position.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit and talk or hear; use hands to finger, handle, or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to walk.
- The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily in an office setting. The noise level in the work environment is usually quiet.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

H. R. DEPT. APPROVED BY: _____ DATE: _____

*Essential functions of the job.